

Superior Court of California – County of Placer

JOB ANNOUNCEMENT

POSITION: Information System Technician
(Extra Help – No Benefits)

RECRUITMENT NUMBER: **14-01**

FINAL FILING DATE: Friday, January 17, 2014 at 3:00 p.m.

SALARY: **Starting Salary:**
\$29.78 per hour

WORK LOCATION: Roseville, CA

RECRUITMENT

The Superior Court of Placer County is seeking an energetic and motivated applicant for a temporary position in our Information Technology (IT) Department. This is a specialized classification in our Technology Technician series. The primary duty that will be assigned to the incumbent will be managing the IT Department's Help Desk. Only the first 30 applications will be accepted.

DESIRABLE KNOWLEDGE AND ABILITIES

- Prior Help Desk work experience
- Familiarity with Windows 7

DEFINITION

Under general supervision, assists in the information technology department by providing computer workstation hardware and software support to court personnel.

ESSENTIAL DUTES (Essential functions and tasks may include, but are not necessarily limited to:

- Installs, configures, updates and repairs new and existing personal computers, monitors, printers, keyboards, video display terminals and related workstation equipment.
- Provides training and assistance in the use of computers; responds to and resolves user problems related to the use of computer hardware and software.
- Provides basic technical support on the Voice Over IP phone systems.
- Provides limited technical support on the Audio Video Systems.
- Maintains inventory records and control logs of computer software and equipment; maintain problem records and compiles histories to identify preventive maintenance needs.
- Works with Network Administrator / IT Manager to research and analyze court computer needs; makes recommendations concerning office computer equipment; assists purchasing staff with the evaluation of computer equipment vendors, maintenance agreements and contracts.
- Create, update and delete Active Directory objects.
- May assist Network Administrator / IT Manager with the configuration or troubleshooting of Network Servers.
- Works with connecting personal computers, servers, and printers to the Local Area Network and the Wide Area Network, this may include limited network switch port configuration.
- Website design and configuration using common tools and programs.

MINIMUM QUALIFICATIONS

Education: Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of personal computer hardware, software and network components as used in an office environment is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to a High school diploma or GED and one or more years of work experience installing, maintaining and repairing personal computer hardware and software.

Experience: Minimum of high School diploma or possession of GED AND a minimum of one (1) year of Information Technology technical training in a college or vocational setting. Preference will be given to candidates who possess Information Technology certifications such as MCP in Windows 2000/2003/XP, A+, Networking + and Security +.

Driver's License: Possession of a valid California driver's license or the ability to provide alternate method of transportation is required.

Knowledge of:

- Microsoft Operating Systems.
- Workstation and laptop computer hardware and related software.
- Local Area Network protocols including TCP/IP and UDP.
- Automated operations applications.
- Principles and practices of effective communication.

Ability to:

- Incumbents work independently on projects and assignments using generalized policies, procedures, and standards.
- Priorities are often established by immediate user and department needs and may change frequently.
- Troubleshooting can consume a significant amount of work time and good judgment is needed to balance planned and unplanned workloads.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ***Physical demands:*** While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, pinch, pull objects or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, perform data entry for long periods of time and sit for long periods of time.
- ***Work environment:*** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level and traffic level in the work environment are similar to a busy office.

RECRUITMENT & EXAMINATION

In order to be considered for employment, applicants must submit a completed official **Court application** and **Background Check Disclosure** form. You may submit a résumé, but the résumé may not be submitted in-lieu of the application. The **Affirmative Action Questionnaire** is optional. All documents must have an original signature, date and be submitted by **Friday, January 17, 2014 by 3:00 p.m. PST**.

The Superior Court of California - County of Placer (Santucci Justice Center) is located at 10820 Justice Center Drive, Roseville, CA. The application packet can be picked up between 8:00 a.m. and 3:00 p.m. Monday – Friday at the *Information Desk* located near the Court security area. Completed applications can be dropped off at this same location. The application drop off box is located in the Court's **Jury Services** (Second floor). Or you may mail completed applications to: Placer County Superior Court, Attn: Human Resources, P.O. Box 619072, Roseville, CA 95661.

Application packets will be reviewed and the *most qualified* applicants, based upon the information provided in their application packet, will be invited to participate further in the examination process which will consist of an oral interview. Not all applicants will advance to an interview. Eligible job applicants will be notified by mail or telephone of the date and location prior to the scheduled interview. Please notify Court Human Resources of any contact information changes.

- Application must be received by the filing deadline.
- Application will not be accepted at any other Court locations.
- Postmarks are not acceptable.
- Faxed application is not acceptable.
- A resume may not be substituted for any portion of the application.
- It is not acceptable to complete the application with statements such as “see/refer to resume” or “see attached.
- An incomplete application will not be processed.

Eligible applicants will be interviewed to determine their relative knowledge, skills and abilities in job related areas. Reference checks are required before an offer of employment is made. In the event the Court extends an employment offer, other requirements must be met as defined below. The process is tentative; should a change be made, applicants will be notified.

Other Requirements:

- Possession of a valid California driver's license at the time of appointment may be required or the ability to provide alternate methods of transportation that meets job requirements. This requirement *may be reviewed* on a position basis in accordance with ADA regulations.
- Immigration Law – Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.
- Condition of Employment – Candidates selected are required to pass a fingerprint clearance by the Federal Bureaus of Investigation (FBI) and Department of Justice (DOJ). Convictions of a crime are not necessarily a bar to employment. Each case is considered separately based on the job requirements.
- Drug Free Work Place – The Court is a drug-free workplace and has a comprehensive substance abuse policy. If you are offered the position, you will be required to take a drug test. The detection of illegal drugs may be cause for the offer of employment to be rescinded.
- A detailed background and reference check will be performed on all successful applicants.
- False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

The Superior Court of Placer County provides reasonable accommodations for applicants with disabilities as defined by the Federal Americans with Disabilities Act or the California Fair Employment and Housing Act. If you will be requesting an accommodation, please contact Human Resources at (916) 408-6104, at least five (5) days prior to any examination/interview to discuss your request.

The provisions of this bulletin do not constitute an expressed or implied contract and are subject to change.

**The Superior Court of California, County of Placer is an
Equal Opportunity Employer**